

Subject: RE: DTLA Marketing Roundtable Meeting 11/21
From: "Michael Filson" <@>
Date: 11/21/2016 09:14 AM
To: amendonca@ccala.org

I'll have a list later this afternoon.
Thanks.

Mike Filson
Community Relations Manager

 <https://www.downtov>

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017
Call: 213-416-7524 | Fax: 213-624-0858
Web: DowntownLA.com



From: Amy Mendonca
Sent: Monday, November 21, 2016 8:50 AM
To: Michael Filson
Subject: RE: DTLA Marketing Roundtable Meeting 11/21

Hi Mike,

Just following up, do you have a list of the attendees for today's meeting?

Amy

From: Michael Filson
Sent: Friday, November 18, 2016 3:48 PM
To: Amy Mendonca <AMendonca@ccala.org>
Subject: RE: DTLA Marketing Roundtable Meeting 11/21

Amy,

You're on it! I will need your help on Monday to set-up the room, chairs, etc. I prepare the presentations so you don't need to worry about that. J

Mike Filson
Community Relations Manager

 <https://www.downton>

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From: Amy Mendonca
Sent: Friday, November 18, 2016 3:33 PM
To: Michael Filson
Subject: DTLA Marketing Roundtable Meeting 11/21

Hi Mike,

I saw on the calendar that there is a DTLA Marketing Roundtable Meeting at 2 pm on Monday. Would you like me to set up anything for your meeting, like drinks or documents? Do you need food, and if so, has it been ordered? Do you have a list of the attendees so that I can give it to security? Please also send me any presentations you would like me to set up on the TV in the conference room!

Thank you!

Amy

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Amy Mendonca

Office Assistant

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amendonca@ccala.org

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